



**TOURISM DEVELOPMENT ZONE  
ANNUAL REPORTING PROCEDURES AND REPORTING FORMAT  
November 6, 2018**

**I. Background**

Public Chapter 816, Acts of 2018 amended the Convention Center and Tourism Development Financing Act of 1998 (Title 7, Chapter 88 of the Tennessee Code Annotated) to require the municipality or public authority in which a tourism development zone is located to file an annual report on a form and in accordance with procedures prescribed by the Comptroller of the Treasury.

**II. Report Submission and Timing**

Annual reports for each Tourism Development Zone should be submitted to the Commissioner of Finance and Administration and the State Building Commission and a copy filed with the Comptroller of the Treasury within 90 days of the municipality's fiscal year end. For the first year of required reporting (for fiscal years ending prior to June 30, 2019), the report should be submitted within 210 days of the municipality's fiscal year end.

**III. Report Requirements**

A 3-part format has been established for reporting the requirements as defined in T.C.A 7-88-114(f). An example of that format is attached to this policy. The "financial summary" must be submitted in the format requested. Exceptions in form for the "sources and uses report by qualified public use facility" and the "list of contractual commitments" may be made if all requested information is present and if the substitute format is approved by the office of the Comptroller of the Treasury in advance.